

ALTERNATIVE ACTIVITIES and TECHNOLOGY GRANT (AATG)

2009 GRANT APPLICATION

Announcement

The Office of Prevention and Early Intervention (OPEI) has provided Alternative Activities grants to the Delaware community since 1987. OPEI will provide the opportunity for Delaware non-profit agencies to request funding for both the traditional Alternative Activities and/or Technology Grant(s). This technology opportunity includes items such as computers, lap tops, printers, scanners, projectors, hard/software, monitors, and modems.

Agencies that implement prevention and/or early intervention programming have three options. Options include:

OPTION ONE: To apply for **ONLY** Technology items not to exceed \$5,000 (see pages 6-9).

OPTION TWO: To apply for **ONLY** Alternative Activities not to exceed \$5,000 (see pages 10-15).

OPTION THREE: To apply for **BOTH** Alternative Activities **AND** Technology items not to exceed \$5,000 (see pages 6-9 and 10-15). Each agency can only receive a maximum of \$5,000.

There are AATG Workshops scheduled and it is **strongly recommended** that applicants attend. Failure to follow the rules and instructions of this application will result in no award. Attendance at the Workshops will be taken. Agencies can apply for both grant types. However no agency will receive more than \$5,000 total for both grant types.

Important Dates

- AATG Workshop Wednesday October 15, 2008 11:30 a.m. at Woodlawn Library
2020 W. 9th Street Wilmington, DE 19805
- AATG Workshop Thursday October 23, 2008 10:30 a.m.
at the Department of Natural Resources & Environmental Control
USE AUDITORIUM ENTRANCE 89 Kings Highway Dover, DE
- Completed applications must be received by Monday October 27, 2008 by 4:30 P.M.
- All awards will be made by Friday December 12, 2008
- All TECHNOLOGY awarded Funds must be spent by Tuesday, March 31, 2009
- All ALTERNATIVE ACTIVITIES awarded Funds must be spent by Tuesday, June 2, 2009

AATG Workshops

Wednesday October 15, 2008 at 11:30A.M.

**Woodlawn Library
2020 W. 9th Street
Wilmington, DE 19805**

Thursday October 23, 2008 at 10:30 A.M.

Department of Natural Resources & Environmental Control (DNREC)

Auditorium Entrance

**89 Kings Highway
Dover, DE 19901**

Introduction and Purpose

Technology Grants

The Office of Prevention and Early Intervention in the Delaware Department of Services for Children, Youth and Their Families, announces the availability of Technology Grants. Applications are invited from nonprofit community-based agencies and organizations currently implementing prevention programming. Appropriate programs address the prevention of child abuse and neglect, alcohol, tobacco and other drug abuse, violence, delinquency, recidivism, and promote health, wellness, mental health, and strengthen families. Additionally, **TECHNOLOGY GRANTS WILL ONLY BE AWARDED TO PROGRAMS THAT IMPLEMENT PREVENTION AND OR EARLY INTERVENTION PROGRAMING TO ENHANCE THESE PROGRAMS.**

Programs may be school-based, in community centers, faith-based institutions, or in other settings which serve at-risk young children, youth and families. At-risk young children, youth and families are groups which present characteristics associated with a greater likelihood of a problem behavior.

Applicants must demonstrate how funds will be used to enhance, upgrade or build the technical capacity of an existing prevention and or an early intervention program that has a demonstrated record of success at either the state or local level.

Alternative Activities Grants

The Office of Prevention and Early Intervention in the Delaware Department of Services for Children, Youth and Their Families announces the availability of Alternative Activities Grants. Applications are invited from nonprofit community-based agencies and organizations interested in implementing prevention programming. Appropriate programs will address the prevention of child abuse and neglect, alcohol, tobacco and other drug abuse, violence, delinquency recidivism, and promote health, wellness, mental health, and strengthen families.

Programs may be school-based, in community centers, faith-based institutions, or in other settings which serve at-risk young children, youth and families. At-risk young children, youth and families are groups which present characteristics associated with a greater likelihood of problem behavior.

Applicants must demonstrate how funds will be used to expand or enhance an existing prevention program that has a demonstrated record of success at either the state or local level. Assurances must be made that the program will not substitute federal, state, and local funds.

Background

The mission of the Department of Services for Children, Youth and Their Families is to provide leadership and advocacy for Delaware's children. The Department's primary responsibility is to provide and manage a range of services for children who have experienced abandonment, abuse, adjudication, mental illness, neglect, or substance abuse, and endorse a holistic approach to enable children to reach their fullest potential.

The Department's vision is ***Think Of THE CHILD FIRST!*** We want every child to be safe and have stability, self-esteem, and a sense of hope. Our vision is an effective System of Care that promotes supportive communities and strong families that nurture all children to their potential. This System of Care requires a public/private partnership, which assures that the voices of children and families, local communities, schools, businesses, the faith community, the donor community, and public systems are engaged. Services and supports will be driven by the needs of the child and will be family-focused, individualized, strength-based, easily accessible, flexible, integrated, culturally sensitive, innovative, and community centered.

The Department's five core services are: child protective, juvenile justice, child mental health, child care licensing, and prevention and early intervention.

The Delaware State law, by which the Office of Prevention and Early Intervention was established, gave the Office the responsibility for services aimed at preventing child abuse, dependency, neglect, juvenile delinquency, mental health disorders, and drug and alcohol abuse among children and youth. In fulfillment of its mission, the Office provides training, public education and contracted services.

Project Goal

Technology Grants:

To enhance, upgrade or build the technical capacity among communities, nonprofit agencies, state and local government in support of their efforts to prevent child abuse and neglect, alcohol, tobacco, and other drug abuse, violence, delinquency and recidivism, promote health, wellness, mental health and strengthen families.

Alternative Activities Grants:

To encourage and strengthen collaboration among communities, nonprofit agencies, state and local government and support their efforts to prevent child abuse and neglect, alcohol, tobacco, and other drug abuse, violence, delinquency and recidivism, promote health, wellness, mental health and strengthen families.

Submission Requirements (Both Grant Types)

- The narrative portion of this Alternative Activities and Technology Grant application must not exceed 8 pages in length (excluding forms or other pertinent documents).
- Spacing should be double spaced.
- **Applications must be typed.**
- Provide Five (5) copies of application.
- **DO NOT** enclose the application in binders or specialized packaging.
- Completed application must be received by Monday October 27, 2008 at 4:30.

All applications should be mailed or hand delivered to the following address:

Mailing Address: Alternative Activities/Technology Grants
Office of Prevention and Early Intervention
c/o Tyneisha Jabbar-Bey, Program Support Administrator
Delaware Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19805

Hand Delivery: Alternative Activities/Technology Grants
Office of Prevention and Early Intervention
c/o Tyneisha Jabbar-Bey, Program Support Administrator
Barley Mill Plaza, Bldg., 18
4417 Lancaster Avenue
Wilmington, DE 19805

Faxed or emailed applications (or portions of the application) will not be considered.

Application Review Process (Both Grant Types)

A peer review panel will review, rate and make recommendations on all applications according to specified criteria. Selection criteria for each competitive program will determine applicants' responsiveness to the program application requirements, organizational capability, and thoroughness and innovativeness in project implementation.

Peer reviewers will use the categories outlined in the Program Narrative section of the Grant Application to rate applications.

Peer reviewers' recommendations are advisory only, as the Office of Prevention and Early Intervention makes the final award decision.

Selection Criteria (Both Grant Types)

Applicants whose applications meet all eligibility requirements and submission requirements will be evaluated and rated by a peer review panel. The maximum score for each criterion is indicated below:

- ❑ Applicant Information (10 points)
- ❑ Program Design (35 points)
- ❑ Management and Organizational Capability (25 points)
- ❑ Project Evaluation (10 points)
- ❑ Budget (20 points)

Awards (Both Grant Types)

The Office of Prevention and Early Intervention in the Department of Services for Children, Youth and Their Families is committed to ensuring individual project success across a range of urban, suburban and rural communities. Therefore, in selecting applicants, consideration will be given to achieving representative equity in geographic and demographic distribution of grants and to supporting a variety of innovative programs and activities by supporting upgrades and or build the technical capacity of an agency.

Contact (Both Grant Types)

For further information, contact Tyneisha Jabbar-Bey, Program Support Administrator, at (302) 892-4506, or send an e-mail inquiry to Tyneisha.Jabbar-Bey@state.de.us.

TECHNOLOGY GRANT 2009

Award Amount

Technology Grants up to \$5,000 will be made available through a competitive statewide grant process.

Important Dates

Completed applications must be received by Monday October 27, 2008 at 4:30 P.M.

All awards will be made by Friday December 12, 2008

All awarded Funds must be spent by Tuesday, March 31, 2009

Eligibility Requirements Technology Grant

1. Be a nonprofit or educational organization or agency, unit of law enforcement, or part of or affiliated with an eligible organization or entity. Agency must attach to the application proof of nonprofit status 501 (c)(3) from the United States Internal Revenue Service. Additionally, the agency must provide a recent copy of this document. The document must have the agency's current name and address. To get an updated copy of your 501c3 document, please call 1-877-829-5500. Joint applications by two or more eligible applicants are welcome, provided that one organization is designated as the primary applicant and the other(s) as co-applicant(s).
2. Demonstrate that the agency or staff has knowledge and experience in the field of prevention and early intervention, including implementing youth and family strengthening activities, and has the management and financial capability to effectively implement the project. The organization should also have the ability to sustain the technology in the future.
3. **This is a cost reimbursable grant. The agency must be able to pay for the technology first and be reimbursed by OPEI.**
4. Report data to OPEI on the approved reporting form.
5. Items considered under the term "technology" include ONLY the following:

**Computers
Printers
Scanners
Lap Tops**

**Projectors
Computer Software
Computer Hardware**

**Monitors
Data Storage
Modems**

TECHNOLOGY GRANT APPLICATION

Program Narrative Section

Applicant **MUST** complete the following sections.

I. APPLICANT INFORMATION

1. Name of applicant agency
2. Confirmation of 501(c)(3) status
3. Address of applicant agency
4. County of applicant agency
5. Description of the agency including mission and vision statement
6. Federal Employer Identification Number (Tax ID Number)
7. Name, title, phone number, fax number and e-mail of the person who will be responsible for the Technology Grant
8. Name, phone number, and e-mail of the Fiscal or Financial Officer for the Technology Grant

II. PROGRAM DESIGN

1. Applicant must provide a detailed description of the program, service, or activity that the agency proposes to support with the technology grant. Clearly describe your program. (What goes on?)
2. Applicant must provide a detailed description of the technology being applied for.
3. Applicant must clearly define how this technology will enhance the prevention programming described in question number 1 of this section.
4. Applicant must describe how they selected this technology.
5. Applicant must define the goal(s) of the technology grant. A broad statement of what the program or project is intended to accomplish with the Technology Grant.
6. Applicant must identify where the purchased technology will be used.
7. Applicant must identify days of the week, and hours of the day the technology will be used. (When does it occur?).
8. Applicant must describe the target population including ages (number of youth, adults and children you intend to serve), gender, race/ethnicity and zip code.

III. PROJECT EVALUATION

The applicant must address how progress will be monitored toward achieving the program goals and objectives with the addition of the proposed technology. Applicant must describe how they will report the technology as a success.

IV. MANAGEMENT AND ORGANIZATIONAL CAPACITY

1. The applicant must describe who will implement the upgrade and or build the technology capacity and their experience in this area. If you are requesting funding for this individual please include their resume and job description.
2. The applicant must clearly define how they will maintain this technology in the future.
3. The applicant must provide information that their current technology can support the proposed upgrade or additions.

V. BUDGET

The applicant must provide a proposed Budget Detail Worksheet that is complete, detailed, reasonable, and cost effective in relation to the technology proposed in the application. This worksheet must include calculations to show how the applicant arrived at the total amount of the requested award. See page 9 for Budget Detail Technology Worksheet.

TECHNOLOGY GRANT APPLICATION (continued)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet is a guide to assist you in the preparation of the budget narrative. All required information must be provided. Any category of expense not applicable to your budget may be deleted.

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ALTERNATIVE ACTIVITIES GRANT APPLICATION 2009

Award Amount

Alternative Activities Grants up to \$5,000 will be made available through a competitive statewide grant process.

Important Dates

Completed applications must be received by Monday October 27, 2008 at 4:30 P.M.
All awards will be made by Wednesday December 12, 2008
All awarded Funds must be spent by Tuesday, June 2, 2009

Applicants must demonstrate how funds will be used to expand or enhance an existing prevention program that has a demonstrated record of success at either the state or local level. Assurances must be made that the program will not substitute federal, state, and local funds.

Eligibility Requirements

1. Be a nonprofit or educational organization or agency, unit of law enforcement, or part of or affiliated with an eligible organization or entity. Agency must attach to the application proof of nonprofit status 501 (c)(3) from the United States Internal Revenue Service. Additionally, the agency must provide a recent copy of this document. The document must have the agencies current name and address. To get an updated copy of your 501c3 document, please call 1-877-829-5500. Joint applications by two or more eligible applicants are welcome, provided that one organization is designated as the primary applicant and the other(s) as co-applicant(s).
2. Demonstrate that the agency or staff has knowledge and experience in the field of prevention and early intervention, including implementing youth and family strengthening activities, and has the management and financial capability to effectively implement the project.
3. **This is a cost reimbursable grant. The agency must be able to pay for the programming first and be reimbursed by OPEI.**
4. Provide assurance that the proposed project does not substitute any existing service or activity.
5. Agree to collect and report data on target population information on the program activities, using a reporting form established by the Office of Prevention and Early Intervention.

ALTERNATIVE ACTIVITIES GRANT APPLICATION

Program Narrative Section

Applicant **MUST** complete the following sections.

I. APPLICANT INFORMATION

1. Name of applicant agency
2. Confirmation of 501c3 status.
3. Address of applicant agency.
4. County of applicant agency.
5. Description of the agency including mission and vision statement.
6. Federal Employer Identification Number.
7. Name, title, phone and fax number and e-mail of person who will be responsible for the Alternative Activities Grant.
8. Name, phone number, and e-mail of the Fiscal or Financial Officer for the Alternative Activities Grant.

II. PROGRAM DESIGN

1. Applicant must provide a detailed description of the program, service, or activity that the agency proposes to implement. Clearly describe your program. (What goes on?)
2. Applicant must define the goal(s) and objectives of the program. A broad statement of what the program or project is intended to accomplish with the Alternative Activities Grant.
3. Applicant must include a timeline outlining the tasks associated with achieving the program goals and objectives.
4. The timeline must describe all activities, identify who will conduct the activity.
5. The timeline must show completion dates for the proposed activities.
6. Applicant must identify the location of the program, service, or activity. (Where does it occur?)

ALTERNATIVE ACTIVITIES GRANT APPLICATION (continued)

7. Applicant must identify days of the week, and hours of the day the program, service, or activity occurs. (When does it occur?).
8. Applicant must identify the number of staff and volunteers. (Who carries out the program, service, or activity?)
9. Applicant must describe the target population including age (number of youth, adults and children you intend to serve), gender, race/ethnicity and zip code (Who receives the program, service or activities).

III. PROJECT EVALUATION

The applicant must address how progress will be monitored toward achieving the program goals and objectives. The applicant must describe what data are required, how information will be collected, information on the target population and program activities.

IV. MANAGEMENT AND ORGANIZATIONAL CAPACITY

1. The applicant must describe who will implement the program and related activities.
2. The applicant must identify all principal individuals and their positions in the program. If an individual has been identified to fill a position outlined in the application, the applicant must provide a job description outlining the roles and responsibilities for this position.
3. The applicant must demonstrate that the agency or staff involved in the project has experience implementing prevention and early intervention programming.
4. The applicant also should clearly indicate who will perform what function(s) and by when, based on the timeline deliverable.
5. The applicant must provide assurances to show that the program will not substitute federal, state, and local funds.

V. BUDGET

The applicant must provide a proposed Budget Detail Worksheet that is complete, detailed, reasonable, and cost effective in relation to the activities to be undertaken. This worksheet must include calculations to show how the applicant arrived at the total amount of the requested award. See pages 13-15 for Budget Detail Worksheet.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet is a guide to assist you in the preparation of the budget narrative. All required information must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.		
Name/Position	Computation	Cost
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<hr/>		
TOTAL		

B. Other Employee Cost (OEC) - Other Employee Cost should be based on actual known costs or an established formula. Other Employee Cost are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Other Employee Cost are limited to FICA and Workmen's Compensation .		
Name/Position	Computation	Cost
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<hr/>		
TOTAL _____		
Total Personnel & Fringe Benefits _____		
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C. Travel - Itemize travel expenses of project (e.g., field trips to events, admission fees, bus transportation, etc.) Show the basis of computation (e.g., 50 youth to Great Adventure at \$ X admission fees). Show the cost for bus or van transportation (e.g. 1 bus/van at \$ X). Travel is limited to mileage, common carrier (bus or van), admission fees, parking and meals.

Purpose of Travel	Location	Item	Computation	Cost
TOTAL				

D. Consultants/ Professional Services – Services performed by people who are not employed by your agency.

Name of Consultant	Service Provided	Computation	Cost
TOTAL			

E. Other Costs – List items (e.g. postage, rent, telephone, printing, advertisement, and janitorial services) by major type and the basis of the computation. For example, provide a monthly telephone cost and state how many months of telephone usage.

Description	Computation	Cost
TOTAL		

F. Supplies/Materials - List items by type (food for activity, stationery and office supplies, educational and recreational supplies, gasoline purchased for the agency-owned or leased vehicle used for program activities, and other supplies needed during the course of the project). Show the basis for the computation.

Description	Computation	Cost
TOTAL		

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A. Personnel	_____
B. Other Employee Cost	_____
C. Travel	_____
D. Consultants/Professional Services	_____
E. Other Costs	_____
F. Supplies/Materials	_____
TOTAL Alternative Activities Grant	_____